
CHECKLIST & TABLE OF CONTENTS

APPLICANT: Town of Manchester

NAME OF SUSTAINABLE COMMUNITY: Town of Manchester, Maryland

Please review the checklist of attachments and furnish all of the attachments that are applicable. Contents of the notebook should be tabbed and organized as follows:

- ☐ **TAB #1 Applicant Information**
- ☐ **TAB #2 Sustainable Community Baseline Information - In addition to hard copies of the project location map, a detailed listing of parcels (i.e. Parcel ID Numbers) that form the project boundary should be included. Maps should also be submitted in electronic GIS form (shape file). If you have additional comments or questions, please contact Brad Wolters, Senior GIS Specialist, DHCD, wolters@mdhousing.org.**
- ☐ **TAB #3 Local Capacity to Implement Plans & Projects: Attach Sustainable Communities Workgroup roster noted in Section III**
- ☐ **TAB #4 Sustainable Community Plan**
- ☐ **TAB #5 Progress Measures**
- ☐ **TAB #6 Local Support Resolution**
- ☐ **TAB #7 Signed Sustainable Community Application Disclosure Authorization and Certification**

**All documents on this checklist are mandatory.
Failure to provide the requested document will automatically deny your application.**

I. SUSTAINABLE COMMUNITY APPLICANT INFORMATION**Name of Sustainable Community:** Town of Manchester, Maryland

Legal Name of Applicant: Town of Manchester

Federal Identification Number: 52-6016793

Street Address: 3208 York St.

City: Manchester	County: Carroll	State: MD	Zip Code: 21102
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Phone No: 410-239-3200	Fax: 410-239-6430	Web Address: http://manchestermd.org/
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Sustainable Community Contact For Application Status:

Name: Steve Miller	Title: Town Administrator
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Address: 3208 York Street	City: Manchester	State: MD	Zip Code: 21102
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Phone No: 410-239-3200 x	Fax:	E-mail: manchestermd@comcast.net
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Person to be contacted for Award notification:

Name: Steve Miller	Title: Town Administrator
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Address: 3208 York Street	City: Manchester	State: MD	Zip Code: 21102
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Phone No: 410-239-3200 x	Fax: 410-239-64320	E-mail: manchestermd@comcast.net
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II. SUSTAINABLE COMMUNITY BASELINE INFORMATION

Through this section, applicants will demonstrate that trends and conditions in homeownership, property values, employment, commercial and residential vacancy, community facilities and infrastructure, natural resources, the local business and residential districts show a need for new or continued revitalization reinvestment. Demographic data and trends provided by Applicants should support the choice of the proposed Sustainable Community Area boundary and help form a basis for needs and opportunities to be addressed through the initiatives and projects described in the Sustainable Community Action Plan (Section IV).

POINTS IN THIS SECTION WILL BE AWARDED BASED ON THE SC AREA'S NEED FOR REINVESTMENT AS EVIDENCED BY THOROUGH DESCRIPTIONS OF CURRENT CONDITIONS OR TRENDS (and will not be based upon current or planned revitalization activities which will be covered in Section IV).

A. Proposed Sustainable Community Area (s):

County: Carroll

Name of Sustainable Community: Town of Manchester, Maryland

Include boundary descriptions and a map of the Sustainable Community. In addition to hard copies of the of the project location map, a detailed listing of parcels (i.e. Parcel ID Numbers) that form the project boundary should be included. If possible, maps should also be submitted in electronic GIS form (shape file). If you have additional comments or questions, please contact Brad Wolters, Senior GIS Specialist, DHCD, Wolters@MdHousing.org

The proposed Sustainable Community (SC) area is shown on the attached boundary map. The SC area includes Manchester's Designated Neighborhood (DN) area approved by the State of Maryland. The DN area primarily consists of the downtown commercial and historic areas, situated along and near the Main Street corridor. The SHA and Manchester completed a very successful streetscape rehabilitation project for this area. Manchester's DN is characterized by older historic homes and small commercial shops and restaurants, with traditional curbside parking, alleyways, walkways, streetlights, and other pedestrian amenities. The DN includes the town's two primary commercial corridors: Maryland Routes 30 and 27. The DN also includes a small residential area to the northeast along York Street (from its intersection with Main Street).

When discussing the proposed SC area and map, the town's SC Work Group realized that the SC area should be enlarged by including the neighborhoods adjacent to the York Street residential area. The York Street area is characterized by post WWII homes and buildings that are the kind of neighborhoods and homes suitable for the SC area. Most of these homes are smaller single-family units that would be perfect as workforce housing. They were built on smaller lots, along narrow streets that have existing sidewalks. The area is directly adjacent to the downtown area which offers connectivity to Main Street shops and employers. There is convenient parking already in place along these streets, with pedestrian amenities very similar to the downtown area. For this reason and many more, the town feels these neighborhoods would be a natural fit for the SC area.

These proposed SC York Street neighborhoods also connect to town parks and open spaces to the north and northeast, including the Loins Park/public swimming pool, F.D. fairgrounds, Christmas Tree Park, and Pine Valley Park. Several public buildings are situated within this small addition to the proposed SC area including the Manchester Town Hall, Manchester F. D., Manchester Elementary School (Safe Routes to School Program), Manchester Police Department, and Manchester Historical Center. All these public buildings and parks are accessible by walking or biking, and link up to the four miles of park trails and scenic walkways.

The town and work group also suggest that the SC area include a small area to the southwest along Park Avenue (directly across the intersection with York Street). Most of the lots are situated on Park Ave. They are older homes on smaller lots. The town would like to extend sidewalks to this area linking the area with Main Street and local employers. They will be handicap accessible walkways. Public water and sewer service is also being considered for extension to these older and smaller lots, where public service may be required in the future.

II. SUSTAINABLE COMMUNITY BASELINE INFORMATION

Approximate number of acres within the SC Area: 434 acres

Existing federal, state or local designations (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Community Legacy Area | <input checked="" type="checkbox"/> Designated Neighborhood |
| <input type="checkbox"/> Main Street | <input type="checkbox"/> Maple Street |
| <input type="checkbox"/> Local Historic District | <input type="checkbox"/> National Register Historic District |
| <input type="checkbox"/> A & E District | <input type="checkbox"/> State Enterprise Zone Special Taxing District |
| <input type="checkbox"/> BRAC | <input type="checkbox"/> State Designated TOD |
| <input checked="" type="checkbox"/> Other(s): <u>DNR "Tree City" and SHA Rt 30 Streetscape</u> | |

II. SUSTAINABLE COMMUNITY BASELINE INFORMATION

Prior Revitalization Investments & Smart Growth:

(a) List and describe any significant State and local smart growth or revitalization related program investments (for instance, Community Legacy or SC Rehab Tax Credit) that have been invested in the Area since the launching of Maryland's Smart Growth initiative and programs in 1997 (including Housing investment). What impact have these investments made in the community? (Answer Space 4,000 characters)

PLANNING AND POLICY INVESTMENTS

Manchester is a State of Maryland Designated Neighborhood area, and has invested in this area under Smart Growth planning and initiatives. As a smart growth area, Manchester is the focus of planned development in Carroll County. Many community planning investments have been accomplished since the 1997 smart growth initiative. These include:

1. Manchester started a Sustainable Community (SC) Work Group with a cross-section of dedicated and active community representatives. This group met during July, August, and September of this year to help prepare the SC application and boundary map. The group has decided to continue with this important program and will convene on regular basis to help implement the SC Action Plan.
2. The town completed a major update to the Manchester and Environs Master Plan in 2009.
3. In 2007 (amended in 2011), Manchester approved the revised Carroll County Water and Sewer Master Plan.
4. In 2010, the town adopted the Water Resources Element of the comprehensive plan, with five new water improvement projects planned.

INFRASTRUCTURE INVESTMENTS

1. The Maryland State Highway Administration completed a total reconstruction of MD Route 30, the main traffic and business corridor through Manchester.
2. Manchester completed phase III of the Waste Water Treatment Plant (WWTP) upgrade with the construction of a spray irrigation system on 170 acres. The town purchased this land for the purpose of spray irrigation, in order to reduce flows into the local stream and Chesapeake Bay.
3. A new 500,000-gallon water storage tank was constructed on York Street on the northeast portion of town for better water storage, distribution, fire protection, and water pressure.
4. Since 2000, 11 new wells were developed and brought online. The town requires that developers pay a water supply fee of \$14,500 per lot, in order for the town to explore, find, and develop new wells.

REVITALIZATION AND COMMUNITY INVESTMENTS

1. The town has acquired property for a planned new municipal office building. The town police force may then be housed in the existing municipal building.
2. The Manchester History Center is located on York Street. The center provides historical displays, artifacts, records, and programs for the public. It is open on weekends to the public and also provides private tours.
3. The Manchester Merchants Association (MAMA) was incorporated in 2001 to foster a healthy business environment. The group prepares a business directory, promotes marketing campaigns, and supports community events.
4. Manchester completed several energy-saving programs for municipal buildings.
5. Nestled in Manchester's Pine Valley Park (80 acres) is the Charlotte's Quest Nature Center. Often referred to as a "hidden treasure", this facility provides outdoor education classes such as "ecoadventures" which explore the delicate ecosystem of the Chesapeake Bay Watershed, including field trips to the Bay, for just \$3 a person.
6. The Lineboro/Manchester Lions Club has developed a beautiful community park, including the operation of three public swimming pools.
7. The Manchester Fire Engine and Hook and Ladder Co., No. 1 (volunteer) has purchased a new medic unit (\$240,000); employed full-time medical personnel (\$220,000 per year); purchased new airpicks (\$106,000); installed a

new alerting system; purchased new on-board computers; converted lighting in the Activities Building to new energy-efficient lighting; repaved the parking area; built a new pavilion; purchased four acres of additional land; and, repainted the interior of fire hall.

II. SUSTAINABLE COMMUNITY BASELINE INFORMATION

(b) Describe any existing barriers to Smart Growth that may affect your jurisdiction or the proposed SC Area. For instance, does your area have higher development fees than outer “cornfields”?

(Answer Space 4,000 characters)

Like other small cities coping with growth issues, Manchester does not have funds to plan, implement, and monitor strategic planning visions and goals related to major infrastructure, natural resource protection, and environmental needs. Existing barriers include:

1. There is insufficient funding from state and federal agencies to invest in community infrastructure and public facilities to promote livability visions and attract new and expanded business growth.
2. There is a need to expand coordination between state, county, and municipal governments to foster better community design standards, infrastructure improvement plans, and financial planning for capital programs. Costly federal and state “big” mandates threaten to undo the smart growth and livability goals for the “little” things that need to be done, but are so often overlooked by municipalities.
3. There is a lack of positive movement toward the final design and construction of the Rt. 30 bypass around Manchester (the southern section bypass around Hampstead has been completed).
4. Previous cuts in State Highway User Revenues have made it difficult to properly maintain and improve our municipal road systems.
5. Reductions in Open Space funding have slowed the town’s ability to expand and upgrade community recreational programs, parks, and open spaces.
6. Complexities in state regulations, permits, and policies can be daunting and challenging.
7. Funding is needed to fix up Main Street building facades, improve walkways, upgrade to more energy efficient lighting, and implement planned historic “period” features for the downtown area, as recommended in our master plan.

II. SUSTAINABLE COMMUNITY BASELINE INFORMATION

B. Community Conditions: Strengths and Weaknesses

(1) Describe the strengths and weaknesses in the proposed Area's existing built environment. For example, what is the condition of housing? Are there underutilized historic buildings and cultural places? What is the condition and availability of community parks and recreational assets? Are there transportation assets? What is the current condition of community infrastructure such as roads and lighting? (Answer Space 4,000 characters)

Incorporated in 1834, Manchester is rich in history and beauty. Originally linked to agriculture and agri-businesses, the town grew over time into a small residential bedroom community and historic Main Street business corridor along Maryland Rt. 30. Population grew by an average increase (by decades) of almost 30% from 1930 to 2000. An additional 1,500 people were added by 2010, for a total population of 4,802.

Strengths

Manchester has a pleasant small-town ambiance with an historic and architectural mix of churches, turn-of-the-19th-century buildings, and historical points of interest; all surrounded by productive and beautiful farm country.

Currently, there are 1,715 housing units. About 271 structures were built prior to 1940. Some of these historical buildings are underutilized and are good candidates for mixed-use development, business uses, or rental property. Approximately 576 dwelling units were added from 2000 to 2010 (50% increase). And, 82% of homes, as of 2010, were single-family detached dwellings.

A brief summary of the current condition of public facilities and services includes:

1. Public Drinking Water. Manchester owns and operates 14 wells from three separate watersheds (Potomac, Patapsco, and Gunpowder). Nine of these wells were brought on line as recently as 2000. Two new water storage tanks were constructed.

2. Wastewater. The public sewer system became operational in 1969. A spray irrigation facility is also used in the waste treatment process, and is located south of Manchester on Maple Grove Road. Sewage flow is primarily domestic, with a small amount of commercial waste. The wastewater treatment plant (WWTP) has a design capacity of 0.500 mgd, with a three-year average flow from 2008-2010 of approximately 0.357 mgd (this includes estimated I&I).

3. Parks. Manchester has succeeded in protecting the environment, creating open space, saving natural wonders, and insuring that public parkland, grasslands, and forests will exist perpetually for the enjoyment of residents and visitors. Public open space land allows rain water, surface water, and storm water can naturally drain into the ground, cleaning the water as it returns to underground sources.

4. Transportation. Maryland Route 30 is the primary highway corridor through town. Called Main Street in town, Rt. 30 serves the town's commercial center, where businesses, housing, public buildings, and other mixed uses are located. In 2012, average daily traffic was about 19,000, and about 10,100 on Rt. 27. Although very congested, the roadway was successfully upgraded and beautified by the state in 2009.

5. Public Transportation. The Carroll Area Transit System (CATS) is funded by federal, state, and private sources. The program operates about 41 vehicles, 31 of which are handicap accessible. In addition, Carroll County offers special services for physically and mentally handicapped persons through The ARC of Carroll County.

6. Mass Transit. Manchester residents have direct access, via Rt. 30 and Interstate 795, to the Owings Mills Subway Station, approximately 15 miles due south.

Weaknesses

1. The cost to constantly plan, upgrade, improve, expand, and monitor the Manchester built environment is formidable. There are currently not enough funds from the state and federal governments to help fund needed capital improvements.

2. Studies and remedial action by the town to cope with various growth related issues, such as traffic congestion, surface water contamination, increases in calls for volunteer fire and emergency medical aid, I&I, energy savings, conservation of natural resources, protection of the environment, and attracting new businesses are expensive and difficult to achieve.

3. Ground water may be susceptible to contamination from probable failing septic systems from several dwellings on Charmil Drive. The town may have to extend community sewer service to these homes.

II. SUSTAINABLE COMMUNITY BASELINE INFORMATION

(2) Describe the Area's land use/zoning make-up (residential, commercial, industrial, and mixed-use). Is the current land use or zoning conducive to revitalization investment? (Answer Space 4,000 characters)

The town's land use is graphically shown on the attached approved Manchester Comprehensive Plan. Most of the area within Manchester has been physically developed. And most of the remaining vacant land is currently in the development review process for residential and site plan approval. The largest land use/zoning type is residential, encompassing over 64% of the area. Conservation is next at 28 percent.

Business land use/zoning acreage totals about 7% of the area. The downtown area has almost all the business zoning designations, and the best potential for mixed use development and reinvestment. Additional public/private parking needs to be expanded at the right locations to spur redevelopment. Nevertheless, the town has convenient free parking along reconstructed Main Street.

II. SUSTAINABLE COMMUNITY BASELINE INFORMATION

3) Describe strengths and weaknesses in basic features of community quality-of-life. For instance, is crime an issue for this SC Area? What is the condition and quality of educational choices available to the community? Are artistic, cultural, or community resources, events or facilities within or accessible to residents in the proposed SC Area? (Answer Space 4,000 characters)

Strengths

1. Low Crime Rate. Crime in Manchester has been historically very low, with no significant rise in crime during the past five years. This is a crucial benefit in sustainability planning, since most people list crime as one of the most important factors in rating quality-of-life in a community.

2. Education. Manchester has fine schools. Carroll County schools are consistently rated highly in Maryland. Schools include:

Ebb Valley and Manchester Elementary Schools

North Carroll Middle School

Manchester Valley High School

McDaniel College

University of Maryland, Baltimore County

Carroll Community College

Stevenson University

Several prominent private schools are located in and near the town. Manchester is in close proximity to Johns Hopkins, Towson University, and many others. Carroll Community College offers two-year programs that serve local residents and businesses such as nursing, computer training, trades, technical skills, and certificate programs in environment, land use, water, and parks/recreational studies. Carroll Community College is also home to a multitude of non-credit courses to assist students in special programs, from photography to landscaping.

3. Open Space/Parks. The town designed and built five public parks to serve the Manchester community. Currently, Manchester has more parkland than any other town in Carroll County. There are over 200 acres of open space and public park land for residents, hikers, youth, and sightseers to enjoy. There are over four miles of trail systems meandering through public parks and natural settings. The public school facilities also provide recreational opportunities outside of school use, which the town will consider connecting to town parks and walkways where practical. Parks include:

Christmas Tree Park is located on the eastern edge of Town. This park has 32 acres including two baseball fields with lights, three tennis courts, stocked fish pond, five pavilions, several picnic tables, an all-purpose court, concession stand and restrooms. Additionally, the Lions Club Recreation Center is located on four acres adjacent to the park, providing three swimming pools and additional ball fields. The Manchester Volunteer Fire Company Carnival Grounds and Activities Building includes another five acres adjacent to the park.

Pine Valley Park is home to Charlotte's Quest Nature Center, nature trails, and a stocked fish pond. This park encompasses over 60 acres located off of Walnut Street on the north side of Town. This park has four miles of nature trails and also serves as a protective buffer for the Town's Walnut Street water supply springs and well sites.

Westside Memorial Park offers a pavilion and encompasses over 15 acres along the north side of MD 27 on the western side of town. This park also serves as a protective buffer for one of the Town's water supply sources.

Charlotte's Quest Nature Center pleasantly resides in the Pine Valley Park. This park offers hiking trails, a stream, natural springs, a pond, pine and hardwood forests, and abundant wildlife. The Nature Center provides outdoor and youth education including outdoor classrooms, Ecoadventures (to educate the public about the Chesapeake Bay Watershed), Super Science, Nature Nook, Nature Explorers, and Earth Kids Club, as well as special events such as Easter Adventure, Spring Fest, and Youth Fishing Derby.

Weaknesses

In order for Manchester to attract jobs and businesses, excellent public services and resources must be maintained including drinking water, police, public parking, educated/qualified workers, etc. Taxes must be reasonable and special incentives are sometimes needed to attract businesses to a small town. These require careful planning, additional funding, and implementation strategies.

II. SUSTAINABLE COMMUNITY BASELINE INFORMATION

C. Natural Resources and Environmental Impact: Strengths and Weaknesses

(1) Describe the strengths and weaknesses of the community's "natural environment." in or near the Sustainable Community Area. What is the current condition of key natural resources - lands, air, water, watersheds, tree canopy, other? If the community is located in a coastal zone, what risks might the community be subject to associated with climate induced sea level rise? (Answer Space 4,000 characters)

1. Land. Manchester is located in the beautiful rolling hills of Carroll County and is surrounded by productive farmland and large areas of open space. Carroll County has one of the most successful agricultural land preservation programs in the nation, with over 60,000 acres of land in easements, thus limiting development rights and insuring that the land remains in farming or agri-business uses for generations.

The town has abundant public parks and open space, about 28% of the land area. In 2010, Manchester ranked number one in Carroll County, with more park land than any other town.

2. Air. Air quality for Carroll County is in the "good" range (the highest range available) according to MDE's web site report on the AQI.

3. Water. There is an abundance of underground water resources in the Manchester area. Manchester may use these water resources, and has approved MDE permits to draw from three watershed zones: Middle Potomac, Patapsco, and Gunpowder. The town currently owns and operates its public water system. Water demand is 312,000 GPD, and future demand is estimated at about 190,000 GPD (total demand of 502,000 GPD). Manchester has permits from MDE to use 581,000 GPD.

Well site protection is coordinated through the development review process and established water protection criteria, such as the Water Resource Management Manual (2011). Manchester and Carroll County have identified optimum future well sites for protection and possible development. Generally, well sites shall be protected by a 100-foot by 100-foot buffer. Manchester is an active member of the Carroll County Water Resources Council, an inter-jurisdictional committee of county, municipal, and state representatives. Manchester adopted the Water Resources Element of the comprehensive Plan, urging water management practices including allocation, conservation, recharge, reuse, quality, and quantity.

4. Streams. The streams in the Manchester area are clean. They are vital check points in planning for sustainability, as they are an indicator or measurement on the cleanliness and availability of water resources. They are useful in measuring water recharge rates, the effectiveness of SWM controls, and environmental health of local habitat. Streams are also a natural wonder, providing pleasure and , wildlife. Streams and stream channels should be protected by a minimum 50-foot buffer, and all slopes greater than 25 percent should be safeguarded and planted.

5. Watersheds. Manchester is unique in that it draws water from three watersheds (Middle Potomac, Patapsco, and Gunpowder) to provide drinking water for town residents, businesses, and other users. This necessitated a joint written cooperative agreement between Carroll County and other jurisdictions that likewise use the watersheds for drinking water and recreational purposes.

6. Trees/Reforestation. Manchester uses the Carroll County Bureau of Resource Management's highly successful Forest Conservation and Landscaping practices. Through effective regulations and land acquisition/easements, the town will provide or restore forest lands. In addition, the town uses the county's landscaping design manual for new site plans and developments. Manchester was designated a 'Tree City' by MD DNR through a program funded by BGE.

Weaknesses

Notwithstanding the above, the town is concerned about new SWM and NPDES regulations from the federal and state levels. It will be more difficult in the future to find sites where we can reduce or eliminate existing impervious surfaces, thereby increasing open land areas to serve as natural storm water recipients. Manchester participated in the Water Implementation Plan (MDE) to reduce Bay and watershed loads without great success.

II. SUSTAINABLE COMMUNITY BASELINE INFORMATION

(2) Describe the strengths and weaknesses of any current efforts to reduce the community's "carbon footprint" or impact on the environment. Is recycling (commercial or residential) available to minimize waste? Are there current efforts to encourage the purchase and availability of fresh local food and other local products and services to the community? Describe any current energy or water conservation efforts that may be underway. If the community has not implemented one of the above initiatives, has the community identified a need or interest to pursue these or other efforts to reduce environmental impact, for instance through the new Sustainable Maryland Certified initiative? (Answer Space 4,000 characters)

Strengths of Current Efforts

1. Recycling. The Town of Manchester provides curbside pick-up of trash and single stream recyclables for its residents. The Town and Carroll County have a current goal to recycle 40% of their total solid waste stream (success now is about 20%).

Recycling Program Success:

2012 – 329.22 Tons

2011 – 307.73 Tons

2010 – 290.70 Tons

2009 – 270.20 Tons

2. Local Food. The town is in the middle of one of the most productive agricultural areas in the nation. There are many local grocery stores and farmers' markets in the area or within easy access. In addition, particular farms now offer locally grown fresh meats, eggs, produce, and other food products, which can be purchased directly on site.

3. Energy Conservation/Insulation. In May of 2012, Manchester received a grant from MEA for lighting upgrades to the waste water treatment plant (WWTP) and maintenance shop. In 2011, Manchester received an energy conservation grant from BGE for energy efficient lighting for the Town Hall. The Town has insulated municipal buildings to conserve energy, including the WWTP press room and maintenance shop.

4. Planned Green Buildings. The Town is planning to relocate into a new Town Hall. The land for this project has already been purchased. Manchester will use "green" practices when designing and considering materials for this project.

5. Water Conservation. The town has a comprehensive conservation program to regulate water use, especially in times of drought or system restrictions. The town is working to reduce water system leaks to less than 10 percent.

Weaknesses

Sustainable practices and energy conservation measures take careful planning and funding programs. For example, to reduce leakage in the town public water system requires costly steps including specialized tracking and mapping of leakage, preparing a detailed capital program to fund the improvements, and securing the funds needed to pay for the improvements.

II. SUSTAINABLE COMMUNITY BASELINE INFORMATION

(3) Describe the strengths and weaknesses of the jurisdiction's current stormwater management practices and how these may affect the proposed SC Area. Is redevelopment and retrofitting of infrastructure an issue or opportunity in this SC Area? Stormwater runoff is a significant source of pollution to Maryland's streams and the Chesapeake Bay. Buildings constructed before 1985 have little or no stormwater controls, and development between 1985 and 2010 have some controls. Updated stormwater regulations passed by Maryland's General Assembly in 2010 require that development and redevelopment projects utilize stringent stormwater controls. Sustainable Community Areas may have opportunities for redevelopment practices that can reduce stormwater flows. (Answer Space 4,000 characters)

1. Storm Water Management/Drainage Practices. The town cooperates with Carroll County in the review and implementation of best-practice methods for SWM design, including compliance with the 2010 legislation, using the Maryland SWM Design Manual, requiring modern maintenance techniques for SWM facilities, and a stringent review and approval process with Carroll County to implement new SWM regulations.

2. One of the most important sustainability practices is to save, expand, and enhance tree/forest cover on the land to provide areas that absorb rainfall and storm water naturally back into the ground. Manchester also implements sediment control and grading practices for any land disturbed by grading (for example, areas 5,000 to 30,000 square feet). Our goal is to reduce grading to a minimum and then restore the land to stability quickly and efficiently, so that sediment does not enter into streams, rivers, and ponds.

3. There are several new planning and design ideas to significantly reduce the amount of polluted water and silt-filled waters entering into local streams and into the Chesapeake Bay. Some are simple ideas, like reducing the amount of impervious surfaces, to more complex SWM collection and filtration systems. These improvements can be accomplished with more public education, planning, funding, and technical assistance.

Weaknesses

The town is concerned about new SWM and NPDES regulations from the federal and state levels. To effectively reduce, control, and clean storm water, a high degree of funding and implementation skills will be needed. In addition, it will become more and more difficult in the future to find sites where we can reduce or eliminate existing impervious surfaces to increase open land to serve as a natural storm water recipient. The town believes that design is the conspicuous answer to SWM concerns. New and innovative technical improvements will be needed to reduce flow, handle SWM storage, and, when needed, to clean storm water. We suggest grants or other incentives to creative inventors, property owners, and municipalities, who might devise new and less expensive strategies that work.

II. SUSTAINABLE COMMUNITY BASELINE INFORMATION

D. Economic Conditions & Access to Opportunity: Strengths and Weaknesses

(1) Describe the jurisdiction's current economic strengths and weaknesses. For example, are there distinct economic drivers in the area or region that will affect access to job opportunities and the progress of the SC Plan? What are the main barriers to the Area's economic competitiveness? What is the current level of broadband access available to serve residents, businesses and public facilities? What efforts are currently in place to increase worker skills and employment? Describe trends in employment rates and business formation. (Answer Space 4,000 characters)

Strengths

1. The Main Street commercial corridor is the town's primary asset and focus for new commercial and economic growth. Main Street has historic buildings that would be suitable for rehabilitation and commercial reuse options; Main Street offers the best location for commercial use and investment; Main Street already has in place the proper zoning for commercial and mixed use choices; Main Street has free parking along Maryland Rt. 30; and, the approved Manchester Comprehensive Plan recommends that Main Street be the primary focus for historic and preservation planning in conjunction with new commercial and economic activity.
2. The Town of Manchester is home to more than 85 businesses that employ approximately 500 people. The Town's top employers include public schools, Long View Nursing Home, Miller's Market, and Rouhrbaugh's Charter Bus Service.
3. The town is a bedroom community with easy access to nearby metropolitan business centers and workplaces. The Town is less than 40 miles from Baltimore, with easy access using I795 and the Owings Mills subway station. Manchester encourages its residents to carpool and save gas and energy by providing a Park-and-Go lot with 24 spots.
4. The Town works closely with the Carroll County Department of Economic Development (DED) to foster programs to attract new businesses. Also available are excellent employee job search and training programs. The DED coordinates with county and town employers and businesses to evaluate their need for specialized and work-force training. Carroll Community college is also a strong advocate for job training as part of its curriculum.
5. A number of excellent age-restricted communities are located in town. These communities are situated near shopping, dining, and medical care facilities. These include: Castlefield of Manchester is a community of single-family villas and condominiums for persons 55-years and better. Castlefield provides sound energy efficient units and is maintenance free for residents; and, Manchester Manor is located on seven acres and prides itself on being affordable to the 55-plus community.
6. Manchester is currently wired to the county's fiber optic network. This network provides a future link between county buildings, municipal offices, schools, emergency centers, etc. The town is working to insure that reliable WiFi service is available to all areas within town.

Weaknesses

The Town will need to work with the State and County to improve the town's infrastructure due to age and deterioration. Promoting fiber optic service (making service available to business and residential sectors), financial incentives, and infrastructure upgrades to the Main Street commercial area are a priority. By using strategic planning, grants, tax incentives, and innovative marketing, we hope to keep and draw more business to Main Street.

II. SUSTAINABLE COMMUNITY BASELINE INFORMATION

(2) Describe the jurisdiction's housing market and access to affordable workforce housing. What are the trends in residential construction (rental and homeownership), homeownership rate, foreclosure rate and, property values. Describe how and whether your jurisdiction's prevailing housing costs - both homeownership and rental - are affordable to households below 120% AMI, 80% AMI and 50% AMI. What efforts are in place currently to house individuals, families and the disabled at or below the AMI levels described above? (Answer Space 4,000 characters)

1. Housing Collapse. According to the Maryland DHCD's web site, as reported by Realty Trac, there were over 4,000 foreclosure events (notices of defaults, notices of sales, lender purchases) in Maryland for the first quarter of 2012. Almost 600 of these were actual lender purchase events. In the same quarter for Carroll County, there were 67 events, of which 14 were lender purchase events. No information was available for the municipal level, but several realty websites show 5 to 20 current listings for units in some stage of a foreclosure event.

2. Trends in Rental/Ownership. Manchester has a wide range of housing types. Predominantly comprised of single-family units, the town also has a selection of duplex, multi-family, apartment, and age-restricted units.

3. According to the 2000 census, there were 870 (77%) single-family detached housing units and 264 rental units (23%). A total of 537 new housing units were added from 2000 to 2010, representing a 46% increase for the period. Interestingly, 429 of those new units were constructed from 2000 to 2005, composing the greatest period of housing growth in the town's history.

The housing market is today generally good, despite a still sluggish real estate market. This positive trend is probably due to the desirability of living in Manchester, coupled with (currently) low interest rates for borrowers. The average price for a new home in Manchester is about \$275,000. In 2010, there were a total of 1,713 housing units. Of this, 1,323 were owner-occupied housing units (81%), and about 309 were renter-occupied units. In 2013, there are about 339 occupied rental units, an increase of 28% since 2000.

The provision of affordable workforce housing can be complex, but has one basic goal – to offer housing stock where the average housing expense is affordable for most working families.

Although a majority of town residents are not low or moderate income persons, there is a need for affordable workforce housing, as well as housing rental assistance. Manchester works closely with the Carroll County Bureau of Housing to assist low income families and residents. Currently, we assist 73 families through the Housing Choice Voucher Program. The program spends \$58,700 every month for families who need housing assistance in Manchester. At least 75% of the families assisted must be very low income: 30% or below median income. In Carroll County, for example, that would amount to \$18,000 for a single person, \$20,600 for two people, and \$23,150 for three people. Of the 73 families assisted, 41 are disabled and four are elderly.

II. SUSTAINABLE COMMUNITY BASELINE INFORMATION

(3) Describe the SC Area's demographic trends (with respect to age, race, household size, household income, educational attainment, or other relevant factors). (Answer Space 4,000 characters)

1. Age. The current median age is 41; a 10% increase from the median age of 37 in 2000. In 2010, comparing age groups of five-year increments, the largest was the 45 to 49 age group, with 8.8% of the population. People 60 years and older, totaled 701 in 2010, a 42% increase from 2000. Their percentage of total population was 14.5% for both 2000 and 2010. The age grouping 14 years and under, also remained the same percentage of total population for 2000 and 2010, at 23%. And, this age group likewise experienced a 44% increase from 2000 to 2010.

2. Race. The town has a racial mix of 91% white, 4% black and 5% other. Black residents have increased percentage-wise from .9% to almost 4%. Also the U.S. 2010 Census has increased reporting methods for Hispanic residents. Manchester has 168 Hispanic residents: 78 white alone, 4 black alone, 71 some other races alone, and 15 of two or more races.

3. Household Size. The average household size (AHS) in Manchester was smaller in 2010 (2.56), compared with 2.83 in 2000, a percentage decrease of almost 10%. The AHS in 2010 for owner-occupied housing units was 2.99 and for renter-occupied housing units 2.44. The smaller household average overall for Manchester may be partially due to more rental units in town.

4. Income. Of the total 1,702 households, the median household income was \$81,900 in 2011. This is a 21% increase over the \$67,680 median income for 2000. The largest single income category in 2011 was the \$75,000 to \$99,000, with 403 households (24%). Households making less than \$35,000 totaled 317, 19% of total households.

5. Business/Jobs. Manchester has a business association called Manchester Area Merchants Association, with almost 65 members (of the total 85 businesses in town).

The occupations/jobs of town residents are varied. There are no exceptionally large/single employers that dominate the job market, with the exception of Carroll County public schools, which is the largest employer in the area. There were 2,464 jobs/occupations listed under six general categories in the 2011 Census Fact Finder, for workers 16 years-of-age and over. Manchester has added 699 jobs since 2000, an increase of 40 percent.

The largest category of occupations in 2011 was professional/management, with a total of 953 (a 71% increase over 2000). This amounted to 39% of all jobs. The next largest category was sales/office with 715 (29% of total jobs); service with 363 (15% of total jobs); production/transportation with 145 (6% of total jobs); and, construction/maintenance with 288 (12% of total jobs).

III. LOCAL CAPACITY TO IMPLEMENT PLANS & PROJECTS

A. Organizational Structure:

Describe the Applicant's organizational structure. Specifically, which organizations are members in the Sustainable Communities Workgroup and who are the respective staff? Who are the leaders, and how will the Workgroup advisor or staff manage implementation of the SC Area Plan? (Answer Space 4,000 characters)

The applicant is a local government entity, with an elected mayor and town council. Ryan Warner is Mayor, and Council members include: Tammy Black, Debra Howe, Vince Pacelli, Malinda Smith, and Dale Wilder. The day-to-day municipal operations are directed by an appointed town manager, treasurer, clerk, and zoning officer. The town has a full-time police force, which works in cooperation with the county sheriff's department and the Maryland state police. Municipal departments include: planning & zoning; finance; public works; police; parks/open space; water/wastewater; waste/recycling; and, administration. Manchester also has a long tradition of volunteerism which is prevalent throughout the community. This can be seen by the number of representatives who volunteered to serve on the town's new Sustainable Community Work Group (SCWG). This group met throughout July, August, and September to study SC issues and to help prepare SC the application. The members have agreed to continue meeting to implement the SC Action Plan.

The approval of the Sustainable Community Resolution by the Mayor and Town Council, means the town government is committed to implement the SC Action Plan. Central to this effort will be the achievement of goals and programs targeting sustainability issues.

The following is a current list of members of the SCWG, who will direct this effort.

1. Tammy Black – Manchester Town Council Member
2. Debra Howe – Manchester Town Council Member
3. Steve Miller – Town Administrator
4. Kelly Baldwin – Director of finance
5. Michelle Wilder – Zoning Administrator
6. Scott Henderson – Manchester Planning & Zoning Commission
7. Pete Garey – Manchester Area Merchants Association (MAMA)
8. Don Caltrider – Landlord Association
9. Elwin Wagner – Manchester Volunteer Fire Department (nonprofit)
10. Richard Dell - Manchester Volunteer Fire Department (nonprofit)
11. Marcia Bogash – Parks Foundation
12. Jeff Howard –North Carroll Recreation Council
13. Brad Eichhorst – Citizen Representative
14. Diverse Management and Planning, LLP (DMAP) – Planning Consultants (advisors)
15. Pastor Suzanne Schmidt – Trinity United Church of Christ
16. Eugene DePalmer – Local business owner/citizen representative
17. Vince de Palmer – Lineboro / Manchester Loins Club
18. Steve Swam – Lineboro / Manchester Lions Club

The town also works with private, public, and volunteer experts in planning, engineering, environmental science, water resources, park design, architectural studies, etc. Obviously, expert assistance is needed from applicable state agencies, including MDP, DNR, MDE, and others.

III. LOCAL CAPACITY TO IMPLEMENT PLANS & PROJECTS

B.Organizational Experience:

Describe the Applicant organization's past experience in administering revitalization plans and projects.

Describe the roles of the members of the Sustainable Communities Workgroup, including their experience in implementing revitalization initiatives. What are the strengths and challenges of the capacity of these groups with respect to implementation of the SC Plan? (Answer Space 4,000 characters)

As a municipal government, Manchester has undertaken many revitalization projects needed to improve the town, upgrade infrastructure, foster livability, and, in general, conduct the ongoing business of a vibrant community. Below, we will describe the town's past experience with revitalization projects and Manchester's ability to provide the vision, implementation strategy, and coordination needed to develop the many initiatives indicated in this application.

1. Past Experience. The town and SHA completed the Route 30 reconstruction project, a total streetscape improvement project encompassing streets, curbs/gutters, SWM, sidewalks, water lines, sewer mains, service laterals, and adjacent infrastructure and appurtenances. The effort included major engineering and planning coordination with a large number of state departmental divisions/agencies working with dozens of local organizations, nonprofits, land owners, and municipal agencies/departments. Project items involved changes in traffic patterns, changes/upgrades to parking areas, major traffic shifts and long waiting periods for motorists, disruption to public water and sewer service for both businesses and residents, changes to private property in the vicinity of the construction zone including retaining walls, walkways, front porches, and signage. Noise, dust, large machinery, and many other disruptions were common place during construction. Many planners, along with state and local officials, consider major streetscape projects on busy roadways that serve as a commercial corridor through a town or city to be one of the most difficult revitalization projects that can be undertaken. Manchester successfully completed all (100%) of their respective goals, improvement projects, and infrastructure upgrades, as part of the SHA project.

Manchester has also completed:

- POS park development projects
- WES grant projects
- Sidewalk improvement projects
- Interconnected park and open space linear projects

2. Work Group. The SC Work Group comes with the vision, interest, and capacity to implement the five-year SC Action Plan. This group encompasses business owners, professionals, landlords (with housing rehabilitation construction experience), marketing professionals, park planners, fund-raising experts, nonprofit members, local elected officials, policy and strategic thinkers, open space enthusiasts, energy planners, historians, financial planners, and, simply, people who want to help the community and reach out to those in need.

3. Strengths and Challenges. The need is great and the issues to successfully implement a sustainable community plan are complex. The town's strengths will be their ability to find the right strategy to begin work, and then continue in a way that will accomplish small but significant and ongoing successes. Funding will be important. The town will need to research and apply for grant funds, secure local funding, and implement key initiatives in accordance with the SC CIP.

The challenge will be to stick to a rigorous strategic plan, such as the one that follows:

- Identify problem
- Identify approach
- build SC Work Group's organizational capacity
- Secure partnerships
- Collaborate with possible funding agencies
- Establish goals by project
- Implementation strategy (possibly using "EZ Causation Planning" process)
- Establish performance measures
- Monitor progress
- Measure success with sustainability plan and SC CIP

III. LOCAL CAPACITY TO IMPLEMENT PLANS & PROJECTS

C. Public Input:

How did residents and other stakeholders in the community provide input to Action Plan described below in Section IV? (Answer Space 4,000 characters)

The Mayor, Town Council, and Town Manager put together the Sustainable Community Work Group with members representing a broad spectrum of the community including:

Town Council Members

Town Administrator

Finance Director

Zoning Administrator

Planning Representative

Manchester Area Merchants Association

Landlords

Fire Department

Parks Foundation

North Carroll Recreation Council

Citizen Representatives

Project Consultants

Local Church Representatives

The SC Work Group met on June 4, July 10, and September 4 to review past accomplishments, strategize on new initiatives, and review the SC application. The work group has agreed to continue meeting to implement the SC Action Plan.

The Manchester Mayor and Town Council held a public open meeting to review, and subsequently approve, the proposed SC boundary map and the authorizing resolution. In addition, considerable public input was generated through the process of preparing the new Manchester Comprehensive Plan (adopted in 2009); reviewing community park plans, and attendance Mayor and Council meetings which are open to the public.

In addition, the public input process evaluated how the new comprehensive plan addressed Maryland's eight planning visions.

IV. SUSTAINABLE COMMUNITY ACTION PLAN

The Sustainable Community Action Plan (SC Plan or Plan) is meant to be a multi-year investment strategy - a strategic set of revitalization initiatives and projects that local partners believe will increase the economic vitality and livability of their community, increased prosperity for local households and improved health of the surrounding environment. The Plan should be flexible enough to be updated regularly and renewed every five years as the community envisions new goals. The priority initiatives and projects in the SC Plan should improve the livability of community places -- residential, commercial, or other public or private properties - and create new work, retail, recreational and housing opportunities for residents. These projects should also reduce the environmental impact of the community through water and energy resource conservation and management strategies. In this way, the Plan can be a road map for local stakeholders as well as State agencies to work together to create a more a sustainable and livable community.

A. Supporting existing communities & reducing environmental impacts.

(1) A community's approach to Smart Growth generally includes two inter-related areas of focus: encouraging reinvestment and growth in existing communities; and, discouraging growth that degrades natural resources, and farms and rural landscapes. Broadly describe your jurisdiction's Smart Growth approach and any significant accomplishments made over the last decade or so. (Answer Space 4,000 characters)

Smart growth was first embraced in Carroll County and Manchester in the 1970's during initial community planning programs, and subsequently improved and implemented through the concept of aligning rural land use goals with community/town planning goals. It was evident by the late 1970's that both areas must be well planned simultaneously through a vigorous comprehensive planning system.

This, in a nut shell, was successfully done by enacting the agricultural zoning district and farming preservation programs, along with concentrating growth and infrastructure in and around the eight municipalities of Carroll County. This was an extensive program of public meetings and input, mutual planning coordination among the nine jurisdictions and Maryland Department of Planning, and the dedication of significant resources to this end. In the last decade or so, Manchester accomplished the following Smart Growth initiatives:

1. Pursuant to HB 1141, the Town of Manchester adopted a new Municipal Growth Element of the Comprehensive Plan (2006) to plan for appropriate land use population densities relative to proposed areas for annexation and development of vacant land.
2. The town has reaffirmed its desire and planning policy to limit population growth to a 5,000 cap, in order to maintain a small town character and recognize the capacity limitations at the Town's waste water treatment plant.
3. Manchester reaffirmed its planning policies by approving (2006) an update to the Sensitive Area Element of the plan to protect and conserve wetlands and forest lands by re-adopting the 1997 Environmental Resources Protection Act.
4. In conjunction with Carroll County, the town adopted the new Water Resources Element of the plan.
5. The Mayor and Town Council approved Resolution 05-2006: The Civil War Heritage Area Management Plan.
6. Manchester continues to support coordinated planning with Carroll County through the adoption of the most recent Town/County Agreement (coordinating planning and development review).
7. By working closely with Manchester's Carroll County liaison planner, zoning issues, development proposals, site plans, and planning issues are coordinated.
8. Manchester will continue to support Carroll County and the State of Maryland to purchase permanent easements on agricultural land around Manchester, thus securing the town's identity as a small and sustainable community.
9. Reconstructed Maryland Rt. 30 (Main Street) through town included major infrastructure improvements (roadway, water lines, storm water management, etc.), and sustainable community enhancements (commercial corridor parking upgrades and pedestrian improvements to lighting, walkways, crosswalks, ADA compliance, landscaping, street trees, signage, etc.).
10. To support the planning Visions of Article 66B and smart growth initiatives, the town identified 17 opportunities/challenges, and approved seven planning goals and 30 objectives (2006 master plan), to guide the town's Smart Growth program, especially with regard to its vision to retain its small town identity while enhancing historic and commercial assets.

11. Following a system-wide review of the capacity of the town's water supply system, the Mayor and Council approved Ordinance No. 213, which provides direction, method, and funding to locate, permit, and develop new water supplies for the town.

IV. SUSTAINABLE COMMUNITY ACTION PLAN

(2) Describe any major investments in community infrastructure -water, stormwater, sewer, sidewalk, lighting, etc. -- that must be undertaken in order to improve the readiness or competitiveness of the proposed SC Area for private investment and compliance (if applicable) with TMDL regulations. Addressing the stormwater during redevelopment can reduce the pollution entering our streams and contribution to the restoration of the Chesapeake Bay. Investments in infrastructure, generally, can be an important catalyst for new private investment in the community. (Answer Space 4,000 characters)

Programming and funding availability are both paramount to good sustainable community planning. The five-year Action Plan described below is an indicator of the improvements needed to attract private investment.

1. Architectural and beautification enhancements to the historic Main Street commercial area will be the cornerstone to encouraging private and public investment. These include:

- Install "period" lighting, architectural fencing, building façade features, walkways, and signage that represent the historical features evident at the turn of the 19th century by saving and generating interest in existing historic buildings and architectural features.
- Initiate a beautification program to heighten the beauty of the existing historic buildings on Main Street and adjacent areas.
- Upgrade the town's History Center entrance to provide accessibility (ADA).
- Explore green/complete streets grant opportunities. The town's CIP has over a dozen streets in the proposed SC area that are planned for improvements. Manchester would like to design special SWM controls to reduce SW, and also capture and naturally filter runoff to reduce TMDL's. In addition, the town will recycle bituminous concrete by recycling millings and by "slurry sealing" instead of installing a new overlay. This extends the life of a roadway for up to six years.
- Signage improvements will better direct pedestrians and visitors to the municipal office, the park-and-go facility on Rt. 27, parking areas, the History Center, parks, fire department, etc.
- Improve the post office building and postal park with interior building upgrades, landscaping, parking, fencing, and walkways.

2. To attract investment in the commercial district and public areas, the town will update its CIP to schedule and complete public infrastructure and facility improvements thus keeping municipal systems current and functioning properly.

3. Getting private business owners and entrepreneurs to invest in Manchester's Main Street and adjacent areas and/or expand their operations and increase jobs will require the partnership of many local groups and nonprofit organizations. The following are the type of projects the SC Work Group believes are needed:

- Work with the Lions Club to upgrade the public swimming pools including ADA compliance, energy efficient equipment and buildings, and land acquisition to increase open space.
- Assist the Manchester Volunteer Fire Department (Fire Engine and Hook and Ladder Co., No. 1) with operational and system upgrades to continue to provide fire and emergency medical services to citizens and businesses in the Manchester area. Essential improvements include ADA handicap accessibility to the upstairs auditorium in the fire hall; upgrade upstairs auditorium (was once a movie theatre); renovate basement (the original bowling lanes still exist); upgrade windows throughout the fire hall to energy efficient windows; expand fire department and facilities including more land area (growth is inevitable as the community grows); and, new stage project for the carnival grounds (may be used for community events also). The Manchester Volunteer Fire Department has saved the taxpayers millions of dollars through its volunteer services.
- The Manchester Area Merchants Association is the premier business promotion and support organization for the commercial area. They propose and support improvements to the downtown area including reducing traffic congestion through the use of specially designed turning lanes; beautifying Main Street; developing ongoing fundraising activities in support of the commercial area, offering a scholarship fund for deserving students; and promoting shopping days such as "Black Friday" to support Main Street businesses.

IV. SUSTAINABLE COMMUNITY ACTION PLAN

(3) Describe policies, initiatives or projects that the community will undertake or expand in order to reduce the SC Area's impact on the environment. Examples include but are not limited to: conservation or management of stormwater through retrofitting of streets and by-ways (Green Streets, rain gardens, etc.); retrofitting of facilities and homes for energy conservation; implementation of "green" building codes and mixed-use zoning; recycling of waste; clean-ups of watersheds; and, encouragement of "Buy Local" approaches that benefit local suppliers and food producers. A comprehensive menu of such actions may be found through the nonprofit Sustainable Maryland Certified initiative. (Answer Space 4,000 characters)

The Town of Manchester is very aware of the need to protect our environment. Some of our proposed "green" initiatives include:

1. Solid Waste Reduction and Recycling. The town's goal is to help reduce the amount of solid waste going into the county landfill. Our recycling program is at the forefront of this effort. The town provides curbside pick-up service for trash and comingled recycling items. The goal of the town is to recycle 40% of its solid waste stream (currently 20%). History of solid waste recycling in tons:

2012 – 329.22 Tons
2011 – 307.73 Tons
2010 – 290.70 Tons
2009 – 270.20 Tons

Current projections indicate the county's solid waste facility will be at capacity within 50 years. To further reduce waste going to landfill (in addition to recycling), the town will support reducing commercial packaging (when practical), composting, and working with Carroll County to promote special recycling days for property owners to dispose of large trash items (refrigerators, stoves), construction debris, electronics (cell phones, computers), and items harmful to the land (batteries).

We will continue to support the implementation of the 10-year Carroll County Solid Waste Management Plan to provide facilities that treat, recover, or dispose of solid waste in a manner that is consistent with State, Federal, and local laws and regulations, relative to air pollution, water pollution, and land use. The town will implement an integrated system of solid waste management and recycling that allows sufficient flexibility to react to changes in regulations, technology, and market conditions.

The town will expand its educational program working with the Carroll County Departments of Planning (Comprehensive Planning) and Public Works (Division of Solid Waste). The county has extensive solid waste and landfill management programs including single-stream (comingled) recycling, acceptance of tree limbs and brush to provide free mulch to county residents, household hazardous waste clean-up, Styrofoam® collection, Goodwill donation center, pilot vinyl siding recycling program, banning of plastic bags for yard trim collections, etc.

2. Energy Conservation. In May of 2012, Manchester received a grant from MEA for lighting upgrades to the WWTP and Maintenance shop. In 2011, Manchester received an energy conservation upgrade from BGE for lighting to the Town Hall. The Town also insulated town buildings in order to conserve energy, including the WWTP Press Room and Maintenance Shop.

3. Groundwater. Manchester has successfully identified and protected groundwater resources and recharge areas to ensure an adequate and safe public water supply. But the town has developed several new objectives in the approved Water Resources Element of the master plan.

4. Green Practices. Future streetscapes and by-ways will use conservation practices. Manchester's Main Street revitalization planning (especially building rehabilitation efforts) will promote "green" building ideals and construction materials. This is good for business, as residents and customers are asking for products and services that will protect the environment and our natural resources. Manchester is planning to relocate its town offices to a new facility in the future. The land for this project has been purchased. Manchester will use "green" practices when planning and considering materials, fixtures, and utilities for this project. The town will also pay special attention to the design, layout, and use of the facility as it relates to energy usage and savings.

IV. SUSTAINABLE COMMUNITY ACTION PLAN

(4) Which community groups or stakeholders will be key to the implementation of the initiatives and projects noted in this section? *(Answer Space 4,000 characters)*

Mayor of Manchester

Manchester Town Council Members

Manchester Town Manager/Zoning Administrator

Manchester Sustainable Community Work Group

Carroll County Dept. of Public Works, Division of Solid Waste Operations

IV. SUSTAINABLE COMMUNITY ACTION PLAN

B. Valuing communities and neighborhoods -- building upon assets and building in amenities:

(1) What are the key assets that exist in the community upon which the Plan's projects and initiatives will build? Assets may include physical assets such as parks and historic structures and also civic and economic assets such as employers, educational institutions, and cultural organizations and activities. (Answer Space 4,000 characters)

What has made Manchester an attractive place to live and work in the past will be continued in the future as well – keeping a small town character based on a well-designed community, all surrounded by beautiful farm land. This same vision will keep existing businesses and attract new ones. General core assets include churches/places of worship, parks/recreational facilities, Main Street historic area, local businesses, schools, volunteer groups, nonprofit organizations, and a strong local work ethic. Some additional information on these community strengths includes:

1. The Manchester community is served by five public parks. Currently, Manchester has more parkland than any other town in Carroll County. In addition, the public school facilities continue to provide recreational opportunities outside of school use. Parks and open space areas are an important sense of space for Manchester residents. There are over 200 acres of parks and open space for residents, hikers, and sightseers to enjoy. There are over four miles of trail systems meandering through these natural parks. Inside of the Pine Valley Park is located the popular Charlotte's Quest Nature Center. The Nature Center has many recreational and educational programs that are highly used by local and other Maryland residents.

2. Businesses in Manchester include 85 shops, restaurants, professional offices, specialty stores, service establishments, local grocery stores, and many others that employ approximately 500 people. There are dozens of businesses on Main Street, and keeping this historic area visually appealing, with sufficient parking and adequate public facilities will continue to be a high priority for the town.

3. Manchester is home to some of the finest schools in Carroll County - a county known for placing high standards on education and school facilities. Manchester schools include Ebb Valley and Manchester Elementary schools, North Carroll Middle School, and Manchester Valley High School. Manchester is also within close proximity to McDaniel College (Westminster), Johns Hopkins, University of Maryland (UMBC), Towson University, Stevenson University, and others. Carroll Community College in Westminster offers a high-quality education with special training courses and certificates for all ages. Supporting all schools and places of education is a priority for the town, as education is a proven pathway out of poverty.

IV. SUSTAINABLE COMMUNITY ACTION PLAN

(2) What policies, initiatives or projects will reuse or enhance the historical assets, traditional business districts/Main Streets and cultural resources of the community? What actions will reinforce your community's authentic "sense of place" and historic character? (Answer Space 4,000 characters)

1. Complete a Main Street Revitalization Plan for building reuse and architectural preservation strategies for the downtown area.
2. Include "early" local history research within the framework of downtown revitalization planning and building reuse options. This is an untapped resource. Knowledge of early local history can often provide ideas and links for promotion and marketing plans.
3. Expand the current building reuse strategy that provides residential space on the upper floors and commercial uses at street level. To magnify this idea, Manchester can research and identify historic buildings within the SC (such as the Manchester Bank building and the United Church of Christ) to promote commercial expansion at the street level. We will work with the Carroll County Historic Preservation Commission which maintains and updates the required Maryland Inventory of Historic Places for Carroll County. This will stimulate preservation ideas, architectural interest, themes, street and alleyway "furniture," etc. We will use this to design and establish a sense of "place" in certain downtown areas.
4. Complete a plan to further promote the Manchester History Center, located in the town office. Expand the center to include new "early" history facts, photographs, and artifacts, as available.
5. Promote knowledge of Mason-Dixon milestone markers, by teaming up with the Maryland Roadside Historical Marker's program. This is an untapped historical and marketing feature. Some of the original 18 monuments still exist marking the Carroll/York boundary.
6. Expand on the approved Mayor and Town Council resolution certifying Manchester as part of the Civil War Heritage Area program, by developing a marketing strategy. The Civil War Heritage Area is one of Maryland's 12 Certified Heritage Areas.
7. The single-most important feature to promote and save historical assets is to continue the town's theme to keep Manchester a "small town" by capping the population around 5,000. This is the town's mission, which dovetails well with enhancing downtown's historic assets and commercial reinvestment opportunities.

IV. SUSTAINABLE COMMUNITY ACTION PLAN

(3) Describe policies, initiatives or projects that will increase community access to green spaces, parks and other amenities? A community can gain social and physical benefits from access to a healthy natural environment. The inclusion of complete streets, trails, green space, parks and trees contribute to the character and health of a community. Examples might include improvements to the tree canopy by planting street trees, improving local neighborhood streams, or reusing a vacant lot for a new community park or playground.*(Answer Space 4,000 characters)*

Tree cover and green spaces are central to a truly livable community. It is important to provide convenient access to these green spaces, preferably free of charge, including handicapped accessibility.

The following are some initiatives that will help people to get active, enjoy the outdoors, and contribute to the overall health of a community:

1. Charlotte's Quest Nature Center, a small gem in Manchester's Pine Valley Park, receives thousands of visitors and school children each year and gets extremely over crowded. A new and larger facility is needed. There is no running water or restrooms at the Center. The town will seek funding to build a new facility, provide drinking water and comfort stations. Despite four miles of existing walking paths, none are handicap accessible. Manchester will apply for grant funding to provide paved and accessible walkways for the handicapped and elderly. H/C parking will also be planned.
2. The Nature Center would like to expand the "no child left inside" program which teaches kids proper nutrition and eating habits. There is also a need for updated trail maps and brochures, so visitors and children can actively use the trails to get exercise and enjoy the fresh air. Park ponds need upgrading and cleaning to enhance fishing opportunities.
3. The Lineboro/Manchester Lions Club operates three community swimming pools. The Lions offer swimming lessons, swim team competitions, swim camps, Special Olympics, and free memberships to needy families. Funding is needed to upgrade the pool, make needed repairs, provide accessibility for handicap persons, expand the pool area, and install new equipment. Additional land area is needed to provide more open space near the pool.

IV. SUSTAINABLE COMMUNITY ACTION PLAN

(4) Which community groups or stakeholders will be key to the implementation of the initiatives and projects noted in this section? *(Answer Space 4,000 characters)*

Mayor of Town Council Members of Manchester
Manchester Town Manager/Zoning Administrator
Charlotte's Quest Nature Center
Manchester Sustainable Community Work Group
Lineboro/Manchester Lions Club
Maryland DHCD
Town Planning Commission

IV. SUSTAINABLE COMMUNITY ACTION PLAN

C. Enhancing economic competitiveness

(1) What economic development policies, initiatives or projects will improve the economy through investments in small businesses and other key employment sectors? What economic development and business incentives will you build upon or implement as part of the SC Plan? Examples could include but are not limited to: green-taping for expedited project application review; permitting and inspection; job training; business tax credits; and, revolving loan funds. (Answer Space 4,000 characters)

While proper regulations and review procedures are needed to insure that community zoning and planning standards are met, the town will expedite, when possible, the processing of applications and inspection services in order to minimize the cost and time spent by businesses and property owners going through the review and application process. The following initiatives can move us toward improving economic development and job growth.

1. Manchester will expand its dialog with the Carroll County Department of Economic Development (DED) to focus on the SC designation and attracting commercial growth and investment to Main Street. DED's web site provides a link to Manchester. The county's web site includes information on the types of services available to small businesses and employers. We will build on this partnership as it coalesces with Manchester's goals for Main Street commercial growth and investment. The town will work with DED, in cooperation with the Maryland Small Business Development Center Network, to help small businesses and employers develop their competitive edge. Manchester will also work with DED on tourism initiatives including a special program celebrating America's history and the important role that Carroll County and Manchester played in that history.
2. Local elected officials will work with businesses, property owners, and homeowners in the SC area to foster and promote the objectives of the SC.
3. We will work to introduce the idea of a "credit" for businesses that expand or locate to Manchester and for those who complete property improvements.
4. The Manchester Area Merchants Association is the local organization rallying to organize and promote economic development for Manchester. This group will nurture new programs stimulating commercial growth and investment planning.
5. Manchester will work with local property investors to encourage improvements to properties on Main Street that promote residential uses on the upper floors and commercial uses at the street level. As mentioned earlier, we will investigate incentives and credits to further this goal.

IV. SUSTAINABLE COMMUNITY ACTION PLAN

(2) What workforce development policies, initiatives or projects will increase access to jobs and economic opportunity for residents in the SC Area? Do you have a goal for job creation? Are green jobs an opportunity in the jurisdiction or SC Area? (Answer Space 4,000 characters)

1. Manchester has residential neighborhoods that offer opportunities for workforce housing. As noted above, the town will work with property owners to invest in properties in the SC relative to providing workforce housing, both home ownership and rental units.
2. The town will begin an initiative to promote green jobs and use green materials when planning the new Main Street commercial growth and investment plan. The free market has already shown growth in this job sector and Manchester will capitalize on this.
3. The Main Street commercial growth and investment plan will encourage economic development opportunities for small business owners and jobs for lower income persons. The town will seek assistance from the Maryland Department of Housing and Community Development (DHCD) to this end.
4. With the completion of the Route 30 improvements several years ago by the Maryland Department of Transportation, Manchester has already seen improvements to properties and businesses on Main Street. The town will continue to look at ways to create a "sense of place" on Main Street.
5. The town will coordinate a deliberate program through the Business and Employment Resources Center (BERC) to develop workforce development tools for job seekers and for persons wishing to learn new special skills needed to apply to local businesses where such special skills are needed.

IV. SUSTAINABLE COMMUNITY ACTION PLAN

(3) Describe whether the Sustainable Community will be impacted by the Base Re-alignment and Closure (BRAC) activities in Maryland. If impacted, how do the initiatives and projects in your Plan complement BRAC-related growth? (If not applicable, all ten points will be assessed based on answers to questions 1, 2, and 4) (Answer Space 4,000 characters)

N/A

IV. SUSTAINABLE COMMUNITY ACTION PLAN

(4) Which community groups or stakeholders will be key to the implementation of the initiatives and projects noted in this section? (Answer Space 4,000 characters)

Mayor of Manchester
Manchester Town Council Members
Manchester Town Manager/Zoning Administrator
Manchester Sustainable Community Work Group
Manchester Area Merchants Association
Property Owners in the SC Area
Carroll County Department of Economic Development
Maryland DHCD
Maryland Small Business Development Center
Maryland Business and Employment Resource Center

IV. SUSTAINABLE COMMUNITY ACTION PLAN

D. Promoting access to quality affordable housing.

(1) What housing policies, initiatives or projects will expand housing choices - rental and homeownership -- for people of a range of ages, incomes, and also for disabled individuals? How will these actions address the current housing conditions and needs noted in Section II? (Answer Space 4,000 characters)

Housing choice initiatives include the following:

1. When Manchester approved the updated Comprehensive Plan in 2009, one of the primary elements of the plan was the designation of land uses. The residential and commercial designations approved on the plan (and the corresponding official zoning map) offer a variety of residential housing choices, including single-family, multi-family, duplexes, two-family (over/under), and apartments. This extensive range has provided a wide variety of housing choices and price ranges in Manchester. To expand on this, the town will review the option of adding in-law apartments into the zoning code.
2. Manchester will support and encourage private property owners to renovate underutilized properties for home ownership and apartments for lower income persons, and workforce housing. The town will consider conducting a survey of certain neighborhoods to determine income eligibility for applying to the Maryland CDBG program for grant funds to further this initiative.
3. The town will expand its work with the Carroll County Bureau of Housing (CCBOH) to provide timely and relevant assisted housing information to Manchester citizens who are low and very low income persons, and continue to assist families with the Housing Choice Voucher Program, currently assisting 73 families in Manchester.
4. Manchester will begin a new discussion with the CCBOH and the MD DHCD and others to research the need for additional, safe, and decent housing choices for handicapped and disabled individuals - those persons who are unable to work due to a physical or mental disability.
5. The town will expand work with local age-restricted communities located in Manchester to engage these residents in programs that will enhance sustainability, energy conservation, natural resource protection, and ways to reduce transportation costs relative to housing costs. We'll do this by tapping into their collective vast experience, talents, and wisdom.

IV. SUSTAINABLE COMMUNITY ACTION PLAN

(2) Will these housing initiatives or projects increase access to transit or community walkability and/or decrease transportation costs? In other words, will the housing investments result in more people living near work or town centers, or able to more conveniently reach work, school, shopping and/or recreation? *(Answer Space 4,000 characters)*

Yes. Many of the initiatives above and in Section II will result in people living within or near the downtown area, where one can walk or bike to work. Transportation costs will be lessened as people who live in or near the downtown will find employment.

The town recognizes and supports home based businesses and occupations. This area of enterprise will grow in the future, which will significantly lessen transportation costs, and help with housing costs (considering tax incentives, etc.).

In addition, the Owings Mills mass transit center is located within a reasonably close drive to Manchester. People can save transportation costs taking the subway to Baltimore instead of driving. The town has a convenient park-and-go facility near the intersection of MD Route 30 and MD Route 27. People can park here and carpool to work and other activities. The town will expand and continue to promote this facility for carpooling purposes.

Several senior homes and retirement units are within walking distance to the downtown for some, making driving unnecessary.

The town will complete a sidewalk inventory report to determine the extent and cost of needed sidewalks and pathways within the SC. The town will apply for SHA funding to help implement this program.

IV. SUSTAINABLE COMMUNITY ACTION PLAN

(3) What is your goal for of number of units to be created of affordable workforce housing, rental and homeownership? What populations (by income or special needs) will benefit from this increased access to affordable housing? (Answer Space 4,000 characters)

As mentioned earlier, proper land use designations and corresponding zoning categories will provide for a variety of residential housing types, densities, and designs for families and individuals of all ages and income ranges. The state and federal governments must take the lead and offer grants to localities who want to provide special assistance to lower income families and persons with disabilities.

The town will work with Maryland DHCD and the Carroll County Bureau of Housing to ascertain specific local needs for the types of housing indicated below based on identified income ranges. The town feels that such a study is needed prior to giving specific goals regarding the actual number of units needed. We will also work with the Maryland Business and Employment Center to better understand workforce housing needs.

Goals

Home Ownership

Workforce Home Ownership

Moderate Income Home Ownership

Rental Units

Workforce Rental Units

Very Low Income Housing Assistance

Special Housing for Disabled, Mentally Ill, and Handicapped Persons

IV. SUSTAINABLE COMMUNITY ACTION PLAN

(4) Which community groups or stakeholders will be key to the implementation of the initiatives and projects noted in this section? *(Answer Space 4,000 characters)*

Mayor of Manchester
Manchester Town Council Members
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Manchester Sustainable Community Work Group
Carroll County Bureau of Housingt
Maryland DHCD
Maryland Small Business Development Center
Maryland Business and Employment Resource Center

IV. SUSTAINABLE COMMUNITY ACTION PLAN

E. Support transportation efficiency and access.

(1) What policies, strategies and projects are envisioned to strengthen the transportation network that affects the proposed SC Area? How will these initiatives support transportation choices (including walking, bicycling, bus or rail transit, and carpooling) or otherwise promote an efficient transportation network that integrates housing and transportation land uses? (Answer Space 4,000 characters)

Reducing transportation costs will also impact energy efficiency and savings. What really are the needs and interests of residents relative to transportation choices? The following initiatives will help us find and address the answer.

1. Transportation and land use planners must understand the interests that residents have regarding transportation choices. Based on those interests, the town will seek to encourage planning and design of transportation projects that foster transportation initiatives with the following general goals:

- Pathways which are convenient to the SC area and are attractive, convenient, and suitable;
 - Transportation systems that are safe, provide a service to handicapped persons and the elderly, and have beginning and ending points that serve people and their interests;
 - Conveyance components which include sidewalks, trails, bicycle routes, park-and-go areas, and bus service.
 - Transportation choices that will be marketed;
 - Promotion of walking and bicycling to improve one's health, save money, etc.; and,
 - Improvement at coordinating with the Carroll Area Transit System (CATS), a nonprofit organization that provides public transportation service in Carroll County (i.e. improve marketing of this excellent service to Manchester residents and businesses).
2. We will review specific ways on how these transportation goals and ideas can enhance a "sense of place" in the downtown and afford people the opportunity enjoy and be within walking distance of businesses, parks, History Center, Lions public swimming pools, CATS pick-up points, shopping, etc. We will work with MDP, SHA, and local organizations to complete this effort.
3. We will partner with Maryland State Highway Administration to further promote carpooling by town residents using the existing 24-space park-and-go area at the corner of Rt. 30 and Rt. 27. SHA recently completed the long awaited Hampstead bypass from the southern tip of Manchester and around the Town of Hampstead, promoting a safer and less congested roadway for Manchester area residents to travel to I795, the Owings Mills Metro Station, and the light rail station at Hunt Valley. Manchester is also home to Rohrbaugh's bus service which offers charter trips to Baltimore and Washington DC.

IV. SUSTAINABLE COMMUNITY ACTION PLAN

(2) If applicable, describe the SC Area's connection or proximity to transportation centers (e.g. Metro, MARC, and light rail stations) and describe opportunities for Transit - Oriented Development (TOD). Will Plan strategies and projects contribute to jobs/housing balance or otherwise provide a mix of land uses that can be expected to reduce reliance on single-occupancy automobiles? (If transit or TOD is not applicable in your community, all points in this section will be based on questions 1 and 3) *(Answer Space 4,000 characters)*

N/A

IV. SUSTAINABLE COMMUNITY ACTION PLAN

(3) Which community groups or stakeholders will be key to the implementation of the initiatives and projects noted in this section? (Answer Space 4,000 characters)

Mayor of Manchester
Manchester Town Council Members
Manchester Town Manager/Zoning Administrator
Manchester Sustainable Community Work Group
Manchester Area Merchants Association
Property Owners in the SC Area
Carroll County Department of Economic Development
Baltimore Regional Planning Council
Maryland Department of Planning (MDP)
Maryland Department of Transportation
Maryland DHCD
Maryland Small Business Development Center
Maryland Business and Employment Resource Center
Carroll Area Transit System (CATS)

IV. SUSTAINABLE COMMUNITY ACTION PLAN

F. Coordinating and Leveraging Policies and Investment

(1) What specific steps will the Sustainable Community Workgroup take to coordinate policies and funding streams to remove barriers to investment and maximize and increase funding in the proposed Sustainable Community Area? (Answer Space 4,000 characters)

The Sustainable Community Work Group will prepare, in coordination with the town manager, a proposed SC Capital Improvement Program (CIP), to be considered by the Mayor and Town Council as an element of the town's official CIP. The SC CIP will include: a detailed project description, estimated costs, needs, timelines, and possible funding (grants) from federal, state, and local sources.

The SC CIP will also include a special section (unique for the CIP) as to how each project might encourage investment and funding for the SC area, and, as much as practical, describe how a project will improve livability, lower energy costs, lower transportation costs, and encourage a sense of place both on historic Main Street, and for town parks, open spaces, public buildings, museums, restaurants, shops, businesses, and places of existing and future employment.

IV. SUSTAINABLE COMMUNITY ACTION PLAN

(2) How is the proposed Sustainable Community Plan consistent with other existing community or comprehensive plans? *(Answer Space 4,000 characters)*

All initiatives proposed in this application and the SC CIP are generally compatible with the comprehensive plan. However, the town will prepare as a component of each project, a statement as to its consistency with the approved comprehensive plan.

IV. SUSTAINABLE COMMUNITY ACTION PLAN

(3) How will the Plan help leverage and/or sustain more private sector investments? *(Answer Space 4,000 characters)*

As mentioned earlier, individuals and businesses are looking for products and services that are good for the environment, use less energy, and conserve natural resources. This is simply good business. The success of the Action Plan will be highlighted in the town newsletter, local newspapers, and at public meetings. Private investors, private property owners, lending institutions, and existing businesses will want to grow and invest in a community that strives to do better, builds on its existing strengths, and has a vision for the future.

As we conduct the implementation strategy for the Action Plan, we will coordinate our initiatives with new interests of local private investors and the needs of the people we are attempting to serve.

V. PROGRESS MEASURES

For the Plan parts of section IV (A through F):

(1) List the specific outcomes that the Plan seeks to produce. (Answer Space 4,000 characters)

Manchester Revitalization and Investment Initiatives

- Install architectural features that represent the turn of the 19th century.
- Complete a beautification program.
- Upgrade the town's History Center for accessibility (ADA).
- Explore green/complete streets and grant opportunities.
- Install signs to direct visitors to parking and special "places."
- Improve the post office building/park.
- Secure funding to complete water system upgrades.
- Establish specific goals to monitor private investments.
- Upgrade the Lions Club public swimming pool for ADA changes, etc.
- Assist the Manchester Volunteer F.D. with system upgrades.
- The Manchester Area Merchants Association will promote the beautification of Main Street.
- Reduce solid waste going to the landfill by increasing single-stream recycling.
- Secure energy grants to reduce energy use.
- Identify and protect groundwater resources and recharge areas.
- Complete a new downtown revitalization plan for building reuse, etc.
- Begin a special "early" local history research program to establish ideas for marketing.
- Promote residential uses on the upper floors and commercial uses at street level in the downtown.
- Research local historic buildings to get ideas for architectural features, themes, etc.
- Promote Mason-Dixon milestone markers with the MD Roadside Historical Marker's program.
- Expand the Civil War Heritage Area program.
- Promote the town's theme to keep Manchester a "small town."
- Improve, upgrade and expand the Charlotte's Quest Nature Center.

Enhance Economic Competitiveness Through Partnership Initiatives

- Expedite the processing of applications and inspection services.
- Work with Carroll County DED to attract commercial growth and investment.
- Improve Manchester's web site with information on services for small businesses and employers.
- Work with Carroll County and the MD Small Business Development Center Network.
- Design with the Carroll County DED, a tourism initiative celebrating America's history and the role that Carroll County and Manchester played in that history.
- Initiate a "shaking hands" program between local officials and business owners, property owners, and homeowners to promote the objectives of the SC area.
- Introduce the idea of a "credit" for businesses that expand or relocate to the SC area.
- The Manchester Area Merchants Association will nurture new programs for commercial growth, business expansion, and more jobs.
- Coordinate with BEREC to develop workforce training and tools for job seekers.

Promote Equitable and Affordable Housing through Research, Evaluation, and Action Initiatives

- Review adding in-law apartments into the zoning code.
- Review conducting income surveys for the MD CDBG program.
- Work with the Carroll County Bureau of Housing (CCBOH) to provide assisted housing.
- Work with the CCBOH to assist families with the Housing Choice Voucher Program.
- Research the need for housing choices for handicapped/disabled individuals, especially those who can't work due to a physical or mental disability.
- Identify specific initiatives to promote walking or biking to work.
- Promote the expansion of home-based businesses and occupations.

Support Transportation Efficiency

- Promote interest with planners to develop transportation choices.
- Design pedestrian pathways which are convenient and accessible (ADA).
- Promote use of transportation choices through education and marketing.

- Promote CATS bus service to and from the SC area.
- Create a "sense of place" that attracts people to the downtown.
- Partner with SHA to promote carpooling.
- Improve lighting, landscaping, parking, and signage to promote activity in the SC area.
- In light of the completed Hampstead Rt, 30 bypass, promote use of the Owings Mills Metro Station.
- Promote the use of local charter bus services.

V. PROGRESS MEASURES

(2) And, list the specific benchmarks that will be used to measure progress toward these outcomes. (Answer Space 4,000 characters)

Manchester will use a strategic planning method to:

- 1) Identify our approach to accomplish outcomes;
- 2) Build the SC Work Group's organizational capacity;
- 3) Establish partnerships;
- 4) Coordinate with funding agencies;
- 5) Conduct implementation strategy;
- 6) Set performance measures; and,
- 7) Monitor the "benchmarks" below as a measure of progress.

- Studies/Special Reports: by cost and percentage complete
- ADA upgrades: by cost, percentage complete, and location
- Physical improvements: by type, cost, location, and percentage complete
- Secure Funding: eligibility for grants, funding availability, and status of applications
- Private Investments: name of company/person, amount, type, and status
- Civic Groups & Nonprofits: quarterly status reports by type of project
- Solid Waste Reduction: tonnage reports
- TMDL's: tonnage estimates
- Agency Partnerships: quarterly reports on status by project and agency
- Jobs: number of new jobs by business, type, salary, & hire date
- Public Investments and Policy Initiatives: quarterly reports by project
- Housing: new, rehabilitated, or viewed as workforce housing, by number and location
- Education: newsletters, newspapers, public meetings, blogs, web sites, excitement
- Transportation: carpool, walk, bike, bus, transit, etc. by rider numbers and surveys
- Environmental: testing air, water, food, TMDL's, through appropriate agencies
- Coordination: periodic discussions between town, county, and state agencies
- Sense of Place(s): Design - develop ideas and sketches within Action Plan framework
- Sense of Place(s): Construction - by location, type, cost, and timeline
- Engage community for support, input, ideas, and participation

REPLACE THIS PAGE WITH
LOCAL GOVERNMENT SUPPORT
RESOLUTIONS

**SUSTAINABLE COMMUNITY APPLICATION
DISCLOSURE AUTHORIZATION AND CERTIFICATION**

The undersigned authorizes the Department of Housing and Community Development (the "Department") to make such inquiries as necessary, including, but not limited to, credit inquiries, in order to verify the accuracy of the statements made by the applicant and to determine the creditworthiness of the applicant.

In accordance with Executive Order 01.01.1983.18, the Department advises you that certain personal information is necessary to determine your eligibility for financial assistance. Availability of this information for public inspection is governed by Maryland's Access to Public Records Act, State Government Article, Section 10-611 et seq. of the Annotated Code of Maryland (the "Act"). This information will be disclosed to appropriate staff of the Department or to public officials for purposes directly connected with administration of this financial assistance program for which its use is intended. Such information may be shared with State, federal or local government agencies, which have a financial role in the project. You have the right to inspect, amend, or correct personal records in accordance with the Act.

The Department intends to make available to the public certain information regarding projects recommended for funding in the Sustainable Community Plan. The information available to the public will include the information in this application, as may be supplemented or amended. This information may be confidential under the Act. If you consider this information confidential and do not want it made available to the public, please indicate that in writing and attach the same to this application.

You agree that not attaching an objection constitutes your consent to the information being made available to the public and a waiver of any rights you may have regarding this information under the Act.

I have read and understand the above paragraph. Applicant's Initials: _____

Anyone who knowingly makes, or causes to be made, any false statement or report relative to this financial assistance application, for the purposes of influencing the action of the Department on such application, is subject to immediate cancellation of financial assistance and other penalties authorized by law.

The undersigned hereby certifies that the Sustainable Communities Plan or Project(s) proposed in this Application can be accomplished and further certifies that the information set herein and in any attachment in support hereof is true, correct, and complete to the best of his/her knowledge and belief.

Authorized Signature

Print Name and Title

Date